

Instructions for filling out Record Transfer Form

- 1) **Date you filled out the form**
- 2) **Accession number will be assigned after transfer form is faxed to Archives & Records and space is checked for availability at the Record Center**
- 3) **Enter the total number of boxes to be transferred. Limit box number to 50 or less, unless special arrangements have been made in advance with Archives & Records. *Be sure to indicate the total number of boxes for each type of box.***
- 4) **List the Agency name sending in the records (DO NOT USE ABBREVIATIONS)**
- 5) **List the address of the agency or department**
- 6) **List the person or contact responsible for sending in the records**
- 7) **Have the agency director or designee sign and date the form**
- 8) **Cite any restrictions, if any, that are imposed by Code or other means that limit public access to these records**
- 9) **List Box numbers contained in the transfer. This can be individually, or together for the same accession. Example: 1, 2, 3, 4 or 1-4**
- 10) **State what the records series is and DO NOT USE ACRONYMS *Example: Director's Correspondence (not DC)***
- 11) **List the last date of the records in the transfer. This is required so the disposal date can be determined.**
- 12) **List the destruction date based upon the State retention and disposition schedules for localities. These can be found at the Library of Virginia's website:
http://www.lva.lib.va.us/whatwedo/records/sched_local/index.htm
If you are not certain about the record series, call the Assistant County Archivist, Martha Robertson, at 703 658-3780 or the County Archivist at 703 658-3776**
- 13) **Once the form is complete Fax to Archives & Records at (703 642-2832). Address the FAX to *Verdie Hinton*.**
- 14) **Preprinted labels will be sent to you to place on the end of the boxes (where the hand holes are located). Once the labels are on the boxes, call *Verdie Hinton* (703 658-3778) to make arrangements for pick up.**